

ADVISING PROCESS— SB 1720 EXEMPT STUDENTS 14/SP, 14/SU

Continuing Students

- Student meets with Advisor
- Go to STRK to check Identification
 - 1720-Exempt or 1720-NonExempt coding indicates student is verified
- If no code, Advisor will verify:
- Go to INow to review HS transcript
 - *If no HS transcript in INow; student must provide to continue advisor meeting
 - Entered 9th grade 2003-2004 or later in FL public HS
 - Earned Standard FL public HS diploma
 - Active Duty must show CURRENT active orders
 - Advisor enters appropriate coding on STRK
- Advisor reviews student record
 - Check if at prep or college level
If at college level (advise normally)
 - HCC courses/GPA
 - Possible previous college classes
 - High School courses/GPA
 - PERT/SAT/ACT scores
 - Student's information and input
- **Advisor may recommend PERT test for advising purposes—gives student referral form**
- **Student chooses to take PERT/returns to Advisor**
 - **NEQV or STPE built after tests completed**
- **Advisor reviews PERT scores**

- Advisor reviews/recommends prep and course selection options
Students could choose prep Rdg or Wrtg AND ENC 1101
Students could choose prep Math AND Gen Ed Science
- Advisor completes Recommended Schedule Options sheet
One copy given to student
One copy placed in designated "To Be Scanned" file
- Advisor codes options & comments in STRK
- Advisor builds NEQV and/or STPE
 - Student chooses All College Level
Build NEQV(if not already built)
 - Student chooses Prep+College Level
(ex: second prep level of reading/writing/math)
Build STPE for college level courses-TRAN/AP
Student may need to email college level choice to advisor-then advisor builds STPE

Student Registers for Classes

General 1720 NOTES

*FA will cover prep classes; even if student switches college level to prep and back

*Nothing about the way FA covers courses will change

* VA...

*Advisors can recommend students retake PERT
(for these EXEMPT students) if needed to determine best course choices
EX: student's highest HS math course is Pre-Calc but PERT score places in MAT 0018—why the gap—may need to test again to determine if truly needs prep

New/FSR/Transfer Students

- Student meets with Advisor
 - **Must have official or unofficial HS transcript for advisor meeting**
- Go to STRK to check Identification
 - 1720-Exempt or 1720-NonExempt coding indicates student is verified
- If no code, Advisor will verify:
- Go to INow to review HS transcript
 - *IF no HS transcript in INow; student must provide to continue advisor meeting
 - Entered 9th grade 2003-2004 or later in FL public HS
 - Earned Standard FL public HS diploma
 - Active Duty must show CURRENT active orders
 - Advisor enters appropriate coding on STRK
- Advisor reviews student record
 - *Check if at prep or college level (if at college level- advise normally)*
 - *HCC courses (FSRs)/GPA*
 - *Previous college courses (TRFR)/GPA*
 - *High School courses/GPA*
 - *PERT/SAT/ACT scores*
 - *Student accesses scores and prints*
 - *Campus PERT Repository print out*
 - *Student's information and input*
- **Advisor may recommend PERT test for advising purposes—gives student referral form**
- **Student chooses to take PERT/returns to Advisor**
 - **NEQV built after tests completed**
- **Advisor reviews PERT scores**
- Advisor reviews/recommends prep and course selection options
- Advisor completes Recommended Schedule Option sheet
 - One copy given to student*
 - One copy placed in designated "To Be Scanned" file*
- Advisor codes options & comments in STRK
- Advisor builds NEQV and/or STPE
 - Student chooses All College Level
 - Build NEQV(if not already built)*
 - Student chooses Prep+College Level
 - (ex: second prep level of reading/writing/math)*
 - Build STPE for college level courses-TRAN/AP*
 - Student may need to email college level choice to advisor-then advisor builds STPE*
- Advisor offers in-person or online NSO
 - *Sends to testing to sign up for NSO or signs student up for NSO (depending on campus)*
 - *OR gives online NSO info sheet*
- Student completes NSO
 - **For 14/SP or 14/SU- if student realizes Exempt status while completing NSO; message at NSO will be that student must meet with Advisor before registering for classes**
- Student registers for classes